**MEETING: SoHP Monthly Meeting**

March 26th, 2:00 -3:30 pm in person, Lee Campus, Building A, Room A-105

**PURPOSE:** SoHP Monthly Meeting March 2024

**ATTENDEES:** Dean, Associate Dean, Directors, Department Chairs, Advisors, and ASN Campus Site Coordinators

**Meeting Minutes**

* **Kudos:** Special Thanks -
* Dental Hygiene Program – Special recognition of student preparation for National Board Exam.
* **Welcome** – New Hires- Ashrith Varidhireddy Part-time Staff Assistant Nursing Charlotte campus, Clinical Coordination Managers (2 to be split among 3 campuses) filled on March 25th by Linda Riegel and Julie Best
* **Vacant Position Search Updates:** - ASN Faculty position Collier x1, RN-to-BSN Faculty position, (hire delayed until F24), Director, Corporate Training and Simulation Education (interim -Jessica Golda), Radiologic Technology Instructor (reorganization), PTA Instructor (April 1st), Dental Hygiene Clinical Coordinator, Faculty to replace Pamela Peters (retiring Social and Human Services) and Raymond Lenius (resigning CVT).
* **Academic Administration Updates:**  Title change and formalization of Tommy Mann, current Senior Director of Health Professions Administration & Simulation Education, as the new Associate Dean of Allied Health. Day to day operations within our school will remain unchanged although this appointment will result in improved communication across the College, inclusion and overall leadership effectiveness and outcome improvement for our school.
* **Budget Planning for Next Year:** - Requests have been made for reorganizations, salary enhancements, increased cost of liability insurance, and necessary increases of course fees for particular programs and courses based on prioritization of the needs of our programs. We are waiting for the legislative process to finish and Governor approval before FSW Cabinet and BoT will finalize the FY25 budget and share the outcome of our requests. The legislative session has ended and we do know that there are no recurring budget increases moving forward in the budget for this year.
  + Course Fees Submitted – Once the BoT approves the FY 25 budget (by June, but may be earlier this year given the legislative session ended earlier) we should know decisions.
  + Reminder: Perkins funding requests for next year- for eligible programs send your needs/requests to Dr. Such as she will need to finalize the list of needs and requests for our school with Whitney Rhyne by April 1st.
* **FSW Adjunct Faculty Excellence:** - Submit your shining stars. This award is to recognize the contributions of outstanding part-time faculty members in the areas of teaching and instruction. Email sent by Martin A. Tawil, Ph.D, Assoc. Dean, Teaching and Learning Center on 1/30. Nominations due 3/29 <https://fsw.qualtrics.com/jfe/form/SV_6K9ZMRCCkeR5gfc>
* **SoHP Background Check Common Policy - Updates:** - (Fall 24 Implementation)
  + New College COP (College Operating Procedure) to be Developed/approved by Cabinet (no new updates, pending Dr. Bilsky with Cabinet); signature page will need to be added and referenced in your in your student handbook.
* **Program Maps (with Consistent Formatting across programs):** - needs to be outward facing though the website for each program.
* **Program Cost Sheets:** - Tommy is working with all Directors towards developing a template to be utilized for final version, which is anticipated to be done shortly.
* **Catalog & Program Website Updates**: Still working on updates for both Catalog and Program website updates.
  + After July 1st, BibliU will be used for our bookstore services rather than Follett- our school non-Textbook needs will also continue to be met as in the past so our students can continue to obtain these items from the bookstore and use financial aid. We are currently working to gather the list of exact needs and current external vendors used by each program for all non-textbook needs. BibliU is interested in exploring this list with us and will work with us to obtain what we need for each of our programd and can also create bundles for each program to make it easier for students. They have bought out all stock for uniforms currently in the FSW bookstores so will have these items as a starting point as we begin to determine exact needs for fall semester.
* **AA Advisor Scheduling Changes**: Walk-in Advising W/TH, Appointments M/T, Wednesday’s 10a – 6p hours continue. SoHP Advisor processes will be unchanged.
* **Planning for Upcoming AA Advisor Meeting**: On Friday, 3/29 there will be an Advising Program Development Day where the SoHP has been invited to share highlights of its programs to share with AA advisors. Our new PTA (Physical Therapist Assistant) and AMA (Advanced Medical Assisting) Programs are both expected to have presentations, as well as sharing any other updates/changes for all other programs across our school.
* **Marketing highlights/initiatives:** - Reminder: Ashleigh Koza is available to help us with all of our marketing needs and can repost for events, speakers, accomplishments, deadlines, etc. to get the word out. Please continue to work with Ashleigh to ensure she is up to date and has the opportunity to highlight any and all important activities/events in your program areas.
* **Proposed Bachelor’s degree for Allied Health program graduates:** - Ongoing program development led by Dr. Susan Foster. Proposed program name: Bachelor of Science in Healthcare Leadership including potential focus concentrations as follows: Organizational Management, Behavioral Health Sciences, Cardiovascular Sciences and Health Data and Information Sciences. Program Directors will need to reach out to their advisory boards for letters of support, as to why these concentrations are needed. Associated conversations continue and we will soon prepare the associated proposal for Dr. Bilsky’s review and approval.
* **Effectiveness Plans Update and SoHP Shared Rubrics (Dr. Susan Foster):** Effectiveness Plans are due by August 31st. Shared desire for common shared file of all rubrics used in Health Professions and exemplars to share; formatting is beneficial to share as well.
* **Student Consent to Participate Form:**  EMS existing form updated, adoption across SoHP is desired once this document is finalized; this would be for students who across our programs given the hand-on nature of our programs both in the lab and clinical settings. Discussion occurred regarding need and process for use of this form.
* **New/Proposed Clinical Associate Acknowledgement of Professional Responsibilities Form:**  EMS drafting, adoption across SoHP desired. This form will contain similar information/CA role specific information as an extension of the above student specific form for increased CA awareness of professional and appropriate approaches to utilize when hands-on learning is occurring with students.
* **Commencement May 3rd Updates:** Sign up sheet to volunteer to assist was sent via email (Google Doc). We are encouraged to volunteer for the afternoon ceremony, as most sign up for the earlier one, or for both ceremonies.
  + 2pm ceremony confirmed for SoHP
  + Mandatory attendance for all faculty and instructional staff (or leave request if unable), other staff to attend or to continue work as usual.
  + Regalia orders begin with Bookstore (thru mid-March) or Alternative

**Important Reminders**

* Lee Health Educational Fairs: – To be held on 4/19, Cape Coral Hospital; 4/25, Lee Memorial Hospital; 4/26 Healthpark; 4/30 Gulf Coast Medical Ctr.; 9:30 – 1:30pm. Both Joann Sabo, Academic Advisor II, Nursing and Sarah Hamula, Academic Advisor II, Nursing will attend all, between all of the Fairs, so that FSW will be represented.
* Pinning/Graduation Invitations: – Reminder to send invitation to Dr. Geraldine Gallagher, VP Institutional Advancement and Foundation & Alumni Relations for Foundation and Donor attendance, please send dates and times as soon as available so the Foundation can share invitations to our donors, as they enjoy being invited.
* Grades Due Full-term and Mini-B- Noon 5/2.
* SoHP Social Media/Marketing Needs- Submit to Ashleigh ongoing
* Workforce Education Newsletter submissions –please continue to contribute to Whitney’s newsletter [Whitney.Rhyne@fsw.edu](mailto:Whitney.Rhyne@fsw.edu)
* Agile Performance
  + Reminder for goal and objective development & Director approval
  + Minimum of 2 check-ins per year (IE: every 6 months)
  + Minimum quarterly feedback
  + New Program Directors- Training per Melissa Rainey

# Upcoming Meetings:

* + Reminder of next SoHP monthly meeting Tuesday, April 23rd, 2-3:30pm on Zoom <https://fsw.zoom.us/j/81794465893>
  + Ongoing monthly meetings 4th Tuesday of every month, 2-3:30pm
* **SoHP Monthly Meeting:**
* **March 2024**
* **A**bsent or **P**resent Attendees:
* (P) Dr. Tami Such, Dean, School of Health Professions
* (P) Tommy Mann – Sr. Director of Health Professions & Simulation Education
* (P) Dr. Susan Holland – Associate Dean of Nursing
* (P) Bobby Holbrook –Program Director RN to BSN
* (A) Dr. Lisa Fox – Program Director ASN
* (P) Linda Riegel – Clinical Coordination Manager, Nursing
* (P) Julie Best – Clinical Coordination Manager, Nursing
* (A) Mariel Espinal – Program Coordinator ASN at Lee
* (A) Jennifer Ortiz – Program Coordinator ASN at Collier
* (A) Joann Sabo – Academic Advisor II, Nursing at Collier
* (P) Sarah Hamula – Academic Advisor II, Nursing at Charlotte
* (A) Angela Marchionni, Professor Nursing, Charlotte
* (A) Jessica Golda, Interim Program Director, Corporate Training & Simulation
* (A) Melissa Hitch – Manager Nursing Simulation/Laboratory Manager
* (A) Ashleigh Koza – Simulation Operations Specialist I, Allied Health & Simulation Ed
* (P) Lena Scott – Program Director Cardiovascular Technology
* (P) Karen Molumby – Program Director Dental Hygiene
* (P) Dr. Susan Foster – Director HIT and HIM Programs
* (A) Cristy (Clark) Estes - Program Director Social & Human Services
* (P) Jean Newberry – Program Director of Respiratory Care
* (P) James Mayhew – Program Director Radiologic Technology
* (P) Cassie Billian – Program Director of EMS
* (P) Alexis Augustenborg – Academic Advisor II, HP at Lee
* (P) Jynell Kingsberry – Academic Advisor Collier ASN Advisor II (Perkins Funded)
* (A) Janice Cousino – Nursing Chairperson
* (A) Dr. Cynthia Vaccarino, Program Director, Physical Therapist Assistant
* (P) Cassandra Allbritten, Program Director, Advanced Medical Assisting
* (P) DonnaMarie Rich – Coordinator, Health Professions Administration (Scribe)
* (P) Tamra Pacheco – Health Professions Support Specialist
* ***Meeting is called to order at 2 pm by Dr. Such***
* ***Meeting was adjourned at 3:30 pm by Dr. Such***